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BCA(I) — COMP/1/

III/11

2011

Time : 3 hours

Full Marks : 80

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Answer from both the Groups as directed.

Group – A

(Objective Type Questions)

Answer all questions :

1. Choose the correct answer of the following :

2×10 = 20

- (a) Body language is a non-verbal communication :

- (i) Proxemics
- (ii) Kinesics
- (iii) Paralanguage
- (iv) Time language

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(Turn over)

(b) An advantage of regular downward communication is :

- (i) Official channels
- (ii) Lateral
- (iii) Informal
- (iv) Transparency

(c) A _____ is a figure of speech and refers to colourful comparisons which evoke visual images :

- (i) Jargon
- (ii) Slang
- (iii) Metaphor
- (iv) Ideal

(d) A phrase which contain repetitive or unnecessary words to express the same meaning :

- (i) Cliches
- (ii) Frequently misused words
- (iii) Redundancies
- (iv) None of these

(e) These are two dimension drawings which can convey in formation about size, shape and structure :

- (i) Lists and tables
- (ii) Pie charts
- (iii) Diagrams
- (iv) Graphs

(f) A _____ is a type of legal documents.

- (i) Memo
- (ii) Notice
- (iii) Agenda
- (iv) Meetings

(g) A _____ is a word used to join word or sentences.

- (i) Preposition
- (ii) Conjunction
- (iii) Interjection
- (iv) Adjective

(h) Communication is a _____ way process.

- (i) Eight
- (ii) Two

(iii) Three

(iv) Five

(i) Loss of information due to a problem in the channel is called :

(i) Encoder

(ii) Decoder

(iii) Message

(iv) Barrier

(j) A group discussion is coordinated by a person known as :

(i) Leader

(ii) Coordinator

(iii) Moderator

(iv) Active listener

Group – B

(Long-answer Type Questions)

Answer any **four** of the following : $15 \times 4 = 60$

2. What is Punctuation ? Explain eight categories with example.

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(4)

Contd.

3. What is a group discussion ? Write characteristics of group discussion.
4. What is resume ? Explain elements or contents of good resume.
5. Discuss email etiquette and what do's of email's are necessary.
6. What is business letter ? Explain all standard parts of business letter.
7. Explain power point presentation. What points to remember for effective power point presentation ?
8. What is Social Networking ? Explain how networking is a powerful way of building personal and professional relationships.
9. Describe the importance of Phonetic Transcription, in detail, with suitable example.
10. Write an essay on the maintenance of the office.

